

THORNHILL PRIMARY SCHOOL

HIRING OF SCHOOL PREMISES REGULATIONS

RESPONSIBLE PERSON

Hirers will nominate one responsible person (usually the person who arranged hire) to be in charge of proceedings. This person must be able to initiate and organise any emergency action and be available to the Site Agent, School Representative, Police and Emergency Services.

Hirer must provide risk assessment for activities. Please complete and return the attached form.

FIRE REGULATIONS

Fire regulations must be observed at all times:

NUMBERS: Standing / Chairs only - 300 persons
Tables and Chairs - 150 persons

On arrival, Hirers will check with the Site Agent in order to familiarise themselves with alarm points, equipment and exits and ensure that all Fire Exit doors are unlocked. Corridors and Fire Exits **MUST** be kept clear at all times. Flammable materials, for example propane, butane and petrol etc. must not be brought onto the school site.

TELEPHONE FOR EMERGENCIES

The nearest public telephone is at the shopping parade in Hillborough Crescent.

INSURANCE COVER AND LICENSES

Third party insurance cover and licenses, for example performers licence, must be obtained by the Hirer. All associated costs are the responsibility of the Hirers.

ATTENDANTS

Hirers must ensure that they have an adequate number of attendants to supervise proceedings.

SMOKING and ALCOHOL

There is a strict **NO SMOKING** policy on and around the school site and in the school building, and no alcohol is to be brought onto or consumed on the school premises.

CARE OF PREMISES

Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and Hirers must consider whether to insure against the risk.

All areas must be left as found:

- tables to be wiped clean
- chairs put away (stacked on the appropriate chair rack)
- floors swept clean and spillage spot-mopped
- refuse disposed of by Hirers

The hours of hiring must include preparation and clearing up time.

GLASSES, CROCKERY AND CUTLERY

Hirers must provide their own glasses, crockery and cutlery.

No school equipment may be used unless specified and agreed beforehand with the Head Teacher. The hirer indemnifies the school against any loss, injury, death as a result of the use of school equipment.

CHARGES FOR LETTINGS

The school levies a flat rate of £100 for 3 hours. For parents of children attending school there is a discounted rate of £90 for 3 hours. If the Site Agent needs to be in attendance the rate will be an additional £20 per hour will be charged. The school charges a flat rate of £100 to be used as a Polling Station for elections.

CANCELLATIONS

Cancellations must be made in writing not later than 5 days before the date of the booking. If such cancellation is not received the hirer will still be liable for the full cost of the hire.

Applications for hire of other than the School Hall will be considered, but will reflect Site Agent and heating charges.

NON-REFUNDABLE DEPOSIT OF 50% PAYABLE WITH BOOKING

BALANCE OF PAYMENT MUST BE MADE BEFORE THE EVENT